

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/EA - 5	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
OTR Weekly Report to DD/S						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/> TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
Original & 6		Weekly				1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo		YES		IF YES GIVE ADP PROCESSING NO.		OTR Reg. 1-2	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
EA/TR				7 (Weekly reports from: Support, Operations, Intelligence & World Affairs, Language Schools; Career Training Program, Instructional Support Staff and			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-14	11.00		6 hrs.		\$66.00		52 \$3,432.00
GS-15	12.80		1 hr.		12.80		52 665.60
GS-07	4.50		4 hrs.		18.00		52 936.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$5,033.60							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Report summarizes activities in the training field believed to be of interest to the Deputy Director for Support, such as unique training activities, names of key speakers from Agency and outside, and summarization of regular activities.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS	
CHANGE						DOLLARS	
DISCONTINUE						0 0	
16. DATE OF INVENTORY						18. EXTENSION	
9 October 1970						STAT	
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION							
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140079-6							
C/EA/MS							